

QIAN ZHENG MEMORIAL SCHOLARSHIP WHISTLEBLOWER POLICY

Purpose

Qian Zheng Memorial Scholarship (the “Organization”) requires its board members, mentors, volunteers, and employees (the “Representatives”) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As Representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. The objectives of this Whistleblower Policy are to encourage reporting of concerns (defined below) and to protect those who report concerns from retaliation. This policy applies to acts related to the Organization and does not relate to private acts not connected to the business of the Organization.

Concerns

Concerns that should be reported under this policy include all of the following: suspected fraud; theft; embezzlement; accounting anomalies; auditing irregularities; bribery; kickbacks; misuse of Organizational assets; conflicts of interest; and suspected regulatory, compliance, and ethics-related issues or violations (“**Concerns**”).

Reporting Responsibility

It is the responsibility of all Representatives to report Concerns in accordance with this Whistleblower Policy.

Reporting a Concern

Any report of a Concern should be addressed directly to the Board Chair of the Organization unless that person is the subject of the Concern, in which case the Concern should be addressed to any member of the governing board of the Organization (the “Board”) or to any senior manager of the Organization.

No Retaliation

This Whistleblower Policy is intended to encourage and enable employees and others to raise Concerns within the Organization for investigation and appropriate action. With that goal in mind, no board member, mentor, volunteer, or employee who reports a Concern or cooperates with an investigation in good faith shall suffer harassment, retaliation, or adverse employment consequences. An employee or volunteer who retaliates against someone who has reported a Concern or cooperated with an investigation in good faith is subject to discipline, up to and including termination of employment or dismissal from any volunteer positions. Any individual who reasonably believes he or she has been retaliated against in violation of this policy should follow the procedures for reporting a Concern under this policy.

The Governing Board of the Organization

Any person who receives a report of a Concern is responsible for immediately notifying the Board and ensuring that the Board is fully informed of the report. The Board is responsible for investigating and resolving all reported Concerns.

Acting in Good Faith

Anyone who makes a report of a Concern under this policy must act in good faith and have reasonable grounds for believing that the reported information may indicate a violation of ethical and legal standards. If the reported allegations prove not to be substantiated and prove to have been made maliciously, recklessly, or with knowledge that the allegations are false, the report will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment or dismissal from any volunteer positions.

Confidentiality

Concerns may be reported on a confidential basis or may be submitted anonymously. Concerns expressed anonymously are more difficult to act upon. The Organization will consider concerns reported anonymously, taking into account the seriousness and credibility of the issues raised and the likelihood of confirming the allegations based on the information provided and any attributable sources. Reports and investigations of Concerns will be kept confidential to the extent possible in light of the need to conduct an adequate investigation. Disclosing reports of Concerns to individuals not involved in the investigation is a serious disciplinary offense and may result in discipline, up to and including termination of employment and dismissal from any volunteer positions. Such conduct may also give rise to other actions.

Handling of Reported Concerns

The Board will promptly notify the sender that it has received the reported Concern. All reports will be investigated as soon as practicable. If warranted by the investigation, appropriate corrective action will be taken.

Adoption of Policy

This policy was adopted by the Board of the Organization at its Meeting held on **May 28th, 2022**.

TO REPORT A CONCERN

Please contact the leader of the organization or a member of the Board. Their contact information is provided on the following page and may also be found at www.qzscholarship.org/contribute.html.

CONTACT INFORMATION FOR REPORTING CONCERNS

To the leader of the organization:

Nick Oza, Board Chair
twinoza@gmail.com
+1 408.427.5429

To the Board:

All Board members
qianzheng.scholarship@gmail.com

Yin L. Yin
yin.l.yin.wg06@gmail.com
+1 415.987.8461

Yanxia Feng
yanxia.feng@mat.ethz.ch

Certification

By signing below, I certify that I received a copy of this policy, that I understand the policy, and that I have been provided with the opportunity to ask questions about the policy.

Signature: _____

Date: _____

Name: _____